

Village of Carpentersville

Adopt-A-Park Program

Public Information Packet



Started April, 2013

Village of Carpentersville

Adopt-A-Park Program



Individuals, civic groups, families, and organizations may apply to

Adopt a park, or a specific section or element of park owned by the Village of Carpentersville.

A minimum one-year commitment is recommended, except in the first year of participation when all new agreements will be written through December 31 of that year. When a contract expires, if acceptable to both parties, the adopting group, family, or organization may renew the commitment for an additional year.

Requests to adopt specific parks are processed on a first-come, first-serve basis. If more than one organization simultaneously requests the same park, a lottery will be held to select which organization will adopt that park. The Director of Public Works will make the final determination as to whether a group can participate and the make final park assignments.

When children participate, the Adopter will have emergency contact information accessible at the site. There must also be one adult supervisor for every five children.

The adopting organization may elect to work at the designated park on a weekly, bi-monthly or monthly basis from April through October. From November through March, a monthly visit is recommended.

Tasks may include, but are not limited to; trash pick-up, graffiti removal, weeding/raking playground surfaces, sweeping shelters and pathways, cleaning picnic tables, planting flowers, weeding flower beds, watering flower beds and trees, mulching flower beds and trees, fallen branch clean-up, parking lot curb clean-up, and painting of park structures. Adopters can also recommend special projects that will be considered for approval.

Adopters are encouraged to maintain a visual policing of the parks throughout their commitment. Any and all vandalism, graffiti, acts of abuse toward parks amenities, strange or questionable vehicles or activities in the parks, unauthorized vehicle traffic on parks grounds, late night noise or persons being unruly should be reported to the Police Department at **911** immediately.



Participation in the Adopt-A-Park program can be hazardous. Each volunteer is required to sign an Adopt-A-Park Volunteer Agreement form before participating in the program. A parent or guardian's signature is required for children under the age of eighteen. When children participate, the Adopter must have emergency contact information available at the site.

All participants are required to read the safety information and conduct themselves in a safe manner while participating in the program. All participants should wear gloves while working in the park.

There are many parks located within the boundaries of the Village of Carpentersville. However, many of the parks are owned and managed by the Dundee Township Park District

Only the parks owned and managed by the Village of Carpentersville are eligible for this Adopt-A-Park program.

Eligible parks are;

- **Carpenter Park**
- **Keith Andres Park**
- **Triangle Park**
- **Jack Hill Park**



Volunteer Adopt-A-Park Application Form

Village of Carpentersville
Department of Public Works
1075 Tamarac Drive
Carpentersville, IL 60110
224-293-1600 / www.carpentersville.il.us

Name: _____ Date: _____

Address: _____

Street

City

Zip

Home phone: _____ Work phone : _____ Cell phone: _____

E-mail: _____

Park of Interest: _____

Please check types of volunteer work your group will participate in :

Trash pick-up _____ Graffiti repair _____ Playground weeding _____

Playground raking _____ Shelter sweeping _____ Picnic table cleaning _____

Park structure painting _____ Flower planting _____ Flower watering _____

Flower bed weeding _____ Flower Bed Mulching _____ Shoreline rock retrieval _____

Shoreline policing _____ Branch clean-up _____ Parking lot curb clean-up _____

Other _____

Please choose frequency of park visits:

Weekly _____ Bi-monthly _____ Monthly _____

*** Adoptees are expected to maintain all types of work chosen and to meet their chosen frequency requirements throughout the term of the agreement.**

In case of emergency please notify:

Name: _____ Relationship: _____

Home phone: _____ Work/ Cell phone: _____

I have read and fully understand the above information and it is true to the best of my knowledge. I will abide by the terms I have agreed upon concerning types of work chosen and frequency of visits throughout the agreement.

Volunteer's Name _____
(PLEASE PRINT)

Volunteer's Signature _____

Parent/Guardian (if under 18 years) _____

Date _____

Volunteer Adopt-A-Park Disclaimer

IMPORTANT INFORMATION

The Village of Carpentersville is committed to conducting its volunteer programs and activities in a safe manner and holds the safety of volunteers in high regard. The Village of Carpentersville continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for Village of Carpentersville to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services. I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Village of Carpentersville, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

PLEASE PRINT

Volunteer's Name

Volunteer's Signature _____

Parent/Guardian (If under 18 years) _____

Date _____

STAFF USE ONLY - Site Assigned _____ Contact _____



VOLUNTEER ADOPT-A-PARK PROJECT ORIENTATION

- I. Reporting of Hazardous Conditions
- II. Incident / Accident Reporting
- III. Lifting / Material Handling
- IV. Personal Protective Equipment
- V. Job Responsibilities

VOLUNTEER ADOPT-A-PARK PROJECT ORIENTATION

I. Reporting of Hazardous Conditions

The Village of Carpentersville is committed to conducting its Volunteer Adopt-a-Park Program in a safe manner and under safe conditions. All efforts will be made to minimize any hazardous conditions that might arise. However, it must be recognized that situations can occur out of the immediate control of the Village and any hazardous condition should be reported to the Village staff.

Project Supervisors are:

Bob Cole, Director of Public Works 224-293-1600
bcole@vil.carpentersville.il.us

These conditions may occur and should be reported:

(Note: This list does not encompass all hazardous conditions but is representative of the most common encountered)

- Broken branches hanging in trees presenting an injury risk
- Park signage unreadable
- Broken glass on roadways, sidewalks, turf, or in the planting beds
- Objects protruding from the ground in the turf or planting beds that could present an injury risk
- Hazardous litter (gas cans, oil containers, corrosive materials, medical waste containers, syringes, explosives, firearms, etc.)
- Sink holes in the turf or sidewalk section sinking presenting an injury risk
- Any situation perceived as hazardous and a potential injury risk
- Broken or splintered picnic tables

II. Incident / Accident Reporting Procedures

Despite careful and proper preparations, incidents and injuries can occur in the field during the work process.

In the event any injury or incident should occur, a supervisor should be notified immediately. Supervisors can be notified Monday-Friday from the hours of 9:00 AM - 5:00 PM.

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After hours or on weekends and holidays, report any incidents or injuries to: 911
For non-emergency reporting, please call 847-428-8784. Below is a list of non-emergency examples.

- Vandalism to park signage
- Vandalism to any other park structures, turf or horticulture
- Any other incidents perceived as out of normal park conditions
- Graffiti
- Broken glass

III. Lifting / Material Handling / Safety Precautions

Heavy lifting of materials could be an issue during the volunteer Adopt-a-Park project. Over filling of garbage bags or wet situations could cause strain to an individual's back or shoulders. The following are tips intended to lessen the risk of injury:

Things you can do on the job:

- Never attempt any lifting until your body is warm and loose. Perform simple stretching and warm-up exercises if necessary.
- Do not attempt to lift heavy or bulky items alone. Ask co-workers to help you.
- If possible, slide heavy materials rather than attempting to lift them with your body. Pushing the object is safer than pulling it to the desired location. Planks and rollers can make the job even easier.

- Storing materials at least 12" off the ground minimizes the danger of one of the most hazardous movements - lifting directly from the ground.
- Avoid lifting in a situation where the body will be twisted. Avoid jerky or erratic motions.

Use these techniques when lifting

- Keep feet parted for greater stability and lifting power.
- Keep back straight to keep the spine, back muscles, and inner organs in correct alignment. This will minimize the chance of a hernia.
- Tuck the chin in to keep the neck, head, and spine straight.
- Grip the object with the whole hand for more lifting power.
- Keep arms and elbows tucked in for more gripping power.
- Center your body over your feet for balance and lifting power.
- Bend your legs and then lift the object by straightening the legs - your leg muscles will now take the load instead of your back.
- Reverse the procedure to lower the object.

Helpful things to do off the job

- Follow a regular exercise program, but see a doctor first for a check-up and advice.
- Swimming, cycling, jogging, walking and rowing are considered sports to be good for the back.

If you do suffer a back injury

- Assume a comfortable position immediately. Lying down is usually best
- Apply ice packs to the pain area.
- Get medical treatment.

Additional safety precautions:

- Avoid splinters on picnic tables or playground equipment; administer first-aid at once if injured.
- Wear safety goggles and gloves when painting; avoid contact with paint on skin

IV. Personal Protective Equipment

For safety and comfort reasons, it is suggested that all volunteers have at their disposal and are urged to use:

- Safety glasses
- Gardening gloves
- Knee protection
- Long sleeve shirt and long pants for insect protection
- Sun block
- Wide-brimmed hat
- First-aid kit

V. Job Responsibilities

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